

Des Moines Area Community College

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Board of Directors Meeting Minutes

12-12-1983

Board of Directors Meeting Minutes (December 12, 1983)

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Dec. 12, 1983
Reg. Meeting

DES MOINES AREA COMMUNITY COLLEGE
Regular Board Meeting
December 12, 1983
Urban Campus, Room 122
1100 7th Street, Des Moines, Iowa

AGENDA

1. Call to Order - 5:30 p.m.
2. Roll Call.
3. Consideration of tentative agenda.
4. Public Comments
5. Consideration of minutes of November 21, 1983, regular meeting.
6. Consideration of Human Resources Report.
7. Consideration of potential Industrial Training contracts.
8. Consideration of Goals and Objectives for FY1985.
9. Consideration of Payables.
10. Presentation of Financial Report.
11. Superintendent's Report.
12. Board Members' Reports.
13. Closed Session - Collective Bargaining.
14. Discussion of Board Policy Manual, Section 1000 (A-Z),
Board of Directors.
15. Information Items:
 - A. January 16, 1984, Board Meeting, Tour Building 12.
16. Future Agenda Items:
 - A. Budget
 - B. Board Retreat - January/February, 1984.
 - C. Board Policy Review
17. Adjournment.

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa

REGULAR MEETING

12 DECEMBER 1983

The regular meeting of the Des Moines Area Community College Board of Directors was held in Room 122C of the Urban Campus, 1100 Seventh Street, Des Moines, Iowa, on December 12, 1983. Board President J. Risdal called the meeting to order at 5:30 p.m.

ROLL CALL

Members Present:

DeVere Bendixen
Ray Clark
Georganne Garst
Eldon Leonard
Theodore Nemmers
Jasper Risdal
Herbert Ritland
Douglas Shull

Members Absent:

Donald Rowen

Others Present:

Joseph A. Borgen, President
Helen M. Minor, Board Secretary
Donald Zuck, Board Treasurer
Other DMACC Staff and interested residents.

APPROVAL OF
TENTATIVE AGENDA

A motion for approval of the tentative agenda, with the addition of Item 10.5, Closed Session-Evaluation of Superintendent and the deletion of Item 14, Discussion of Board Policies, was made by D. Bendixen, seconded by R. Clark.

Motion passed unanimously.

PUBLIC COMMENTS

There were no requests to address the Board.

APPROVAL OF
MINUTES

A motion was made by H. Ritland, seconded by T. Nemmers, to approve the minutes of the November 21, 1983, regular meeting.

Motion passed unanimously.

APPROVAL OF HUMAN
RESOURCES REPORT

It was moved by E. Leonard, seconded by D. Bendixen, that the following personnel items be approved:

Contract Changes Hartzell, Dale, Head Custodian, Plant Operation & Maintenance. From classified to professional status; effective July 1, 1983. Employment agreement with professional non-certified staff.

Board of Directors Meeting

December 12, 1983

Page 2

HUMAN RESOURCES
REPORT (Cont.)

Frakes, Linda, Programmer, Data Services. From Programmer to Senior Programmer; annual salary \$19,948; effective December 12, 1983. Employment agreement with professional non-certified staff.

Saville, Larry, Instructor-Related, Business & Management. To Director-Co-op Education, Educational Services; annual salary \$31,993; specially funded through August 31, 1984. Specially funded contract with administrative/professional staff.

Sufka, Pamela, Computer Based Education Specialist, instructional support to Computer Literacy Specialist; annual salary \$13,316; twelve month contract; effective January 1, 1984. Employment agreement with professional non-certified staff.

Wiser, Kimberly, Lab Assistant-Paralegal, Public & Human Services; from Grade 10 to Grade 11; annual salary \$15,110; effective September 1, 1983. Employment agreement with professional non-certified staff.

Salary
Adjustments

Boldt, Eugene, Manager-Human Resources, Management Services; one-time payment of \$1,187.45 for assignment as Acting Manager, Human Resources, from October 25, 1982 to February 21, 1983.

Gamm, Harold, Dean-Outreach Services, Educational Services. One-time payment of \$3,199.60 for assignment as Acting Executive Vice-President, Educational Services from February 21, 1983 to June 30, 1983.

Resignations

Stewart, Susan, Coordinator-Campus Recreation, Student Records/Services; effective January 6, 1984.

Wall, Lucy, Instructor-Medical Laboratory, Health Services & Sciences; effective December 22, 1983.

Watson, Douglas, Instructor-Electronics, Industrial & Technical; effective December 22, 1983.

Leave Without
Pay

Chacko, Sandra, Instructor-Nursing, Boone Campus; from December 19, 1983 to January 18, 1984, to travel out of the country.

Saville, Larry, Instructor-Related, Business & Management; leave of absence from faculty position from November 15, 1983, to August 31, 1984, to assume position of Director, Co-op Education for specially funded project.

HUMAN RESOURCES
REPORT (Cont.)

New Personnel

Johnson, Kevin, Lab Assistant-Electronics, Industrial & Technical. Annual salary \$7,555; 12 month contract (half-time); effective December 1, 1983. Employment agreement with professional non-certified staff.

Howard, William, Job Developer, Educational Services. Annual salary \$17,800; specially funded through August 31, 1984; effective December 2, 1983. Specially funded contract with administrative/professional staff.

King, Penny, Programmer Analyst, Iowa Educational Computer Consortium. Annual salary \$18,000; specially funded project; effective November 28, 1983. Specially funded contract provided by IECC.

POTENTIAL INDUS-
TRIAL TRAINING
CONTRACTS

No new Industrial Training contracts to present.

APPROVAL OF FY1985
GOALS AND
OBJECTIVES

R. Clark made a motion, which was seconded by G. Garst, that the FY1985 Goals and Objectives as presented in Attachment #1, be approved.

Motion passed unanimously.

APPROVAL OF
PAYABLES

A motion for approval of the payables as presented in Attachment #2 was made by G. Garst, seconded by D. Bendixen.

Motion passed unanimously.

PRESENTATION OF
FINANCIAL REPORT

The Financial Report as included in Attachment #3 was presented by Board Treasurer Don Zuck.

CLOSED SESSION

It was moved by G. Garst, seconded by D. Shull, that the Board of Directors hold a closed session as provided in section 28A.5(1)(i) of the Open Meetings Law to evaluate the professional competency of an individual whose performance is being considered to prevent needless and irreparable injury to that individual's reputation, as that individual has requested a closed session.

Motion passed unanimously on a roll call vote and at 5:50 p.m. the Board convened in closed session.

A tape recording of the closed session for evaluation is in the custody of Board Member E. Leonard.

RETURN TO OPEN
SESSION

The Board returned to open session at 6:35 p.m.

E. Leonard moved, and D. Bendixen seconded, that the Superintendent receive a three year contract, effective July 1, 1983 through June 30, 1986.

Motion passed unanimously.

A motion was made by R. Clark, seconded by D. Bendixen, that Superintendent Borgen be given an annual increase of \$1,000.

Motion passed unanimously.

DIRECTOR SHULL
LEAVES

Director D. Shull left the Meeting at 6:37 p.m.

SUPERINTENDENT'S
REPORT

Dr. Borgen reported that a Board Retreat would be planned for late January or early February. The date of Saturday, February 4, 1984, has tentatively been set, with the site of the Retreat, yet to be determined.

Dr. Ken Shibata, Executive Vice President for Educational Services, gave a progress report on Quality Circles and employee participation in the Circles.

BOARD MEMBERS'
REPORTS

There were no reports by Board Members.

CLOSED SESSION

It was moved by G. Garst, seconded by R. Clark, that the Board hold a closed session to conduct a strategy meeting of a public employer concerning employees covered by a collective bargaining agreement as provided in section 20.17(3) of the Iowa Code.

Motion passed unanimously on a roll call vote and at 6:45 p.m., the Board convened in closed session.

RETURN TO OPEN
SESSION

The Board reconvened in open session at 7:00 p.m.


INFORMATION ITEMS

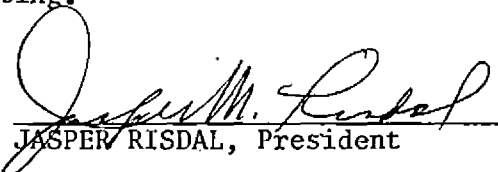
By unanimous agreement, the January 1984, Board Meeting was changed from Monday, January 16, 1984, to Tuesday, January 17, 1984.

ADJOURNMENT

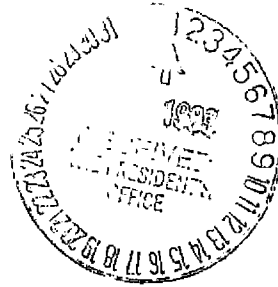
A motion for adjournment was made by E. Leonard, seconded by T. Nemmers.

Motion passed unanimously and at 7:05 p.m., Board President J. Risdal adjourned the meeting.


HELEN M. MINOR, Secretary


JASPER RISDAL, President

MEMORANDUM



December 1, 1983

TO: Dr. Joseph Borgen, President

FROM: Leonard Bengtson, Manager *LB.*
Research, Planning & Reporting

RE: Proposed College Objectives for F1985

Attached are copies of the proposed college objectives for F1985 for submission to the Board of Directors for their review and revision/approval.

As you know, these objectives were formulated by the President's Cabinet. Input was sought from all deans and managers, and all such input was considered by the President's Cabinet in arriving at the final proposed objectives.

mat

encl.

DES MOINES AREA
DC
COMMUNITY COLLEGE

COLLEGE OBJECTIVES

F 1985

1. By April, 1985, the structure of college internal reporting systems will be changed to allow compilation of enrollment and financial data by student, by course and by program, to improve the institution's capability to meet both internal management information needs and external reporting requirements. Also included will be capability to compare students' stated educational goals with followup outcomes.
2. Employee decisionmaking in the college will be increased through the expansion of quality circles consistent with Steering Committee plans, and the incorporation of management training specifically oriented to the professional and administrative staff.
3. The college will maintain an enrollment level of 8,700 FTEE in existing programs in F1985. There will be an expansion of outreach services to include the development of proposals in accordance with House File 623 and continued development of an Institute for International Studies under Title III grant funds.
4. By August, 1985, construction of the new Western Attendance Center facility will be completed.
5. In F1985, the college will seek voter approval for an extension of the capital improvements levy, with the funds allocated primarily for equipment updating and replacement and necessary repairs to existing facilities.
6. The college will continue to implement the recommendations of the Strategic Planning Task Force Report. Further recommendations concerning future directions will be developed by the Planning Commission.
7. By January, 1985, the committee structure and basic outline for the institutional self-study, in preparation for the North Central Association accreditation team visit in April, 1986, will be established and work on the study will be actively underway.

MEMORANDUM

December 5, 1983

TO: Board Secretary

FROM: Irv Steinberg. *ISW* *IS*

RE: Financial Report for November, 1983
Board Meeting December 12, 1983

With the receipt on November 15th of our 1st quarter, FY 84 State General Aid payment, totalling \$2,050,967, our cash flow improved significantly so that at month end we were using only \$93,000 of borrowed funds to cover expenses to date.

Monies from the Anticipatory Warrant issued November 22nd to Bankers Trust Co. for \$2,800,000 was invested in part for short term (January 84) at an interest rate of 9.125%, with half of the amount invested for a longer term at a rate of 9.5%. With an interest expense on this warrant fixed at 7.375%, the interest earned on these monies should offset the interest expense so that considerable interest expense savings to the college should be realized, in lieu of having to pay a higher rate for borrowed monies through a "stamped warrant" arrangement.

Preliminary work on a proposed budget for fiscal year 1984-85 has been started with more computerized assistance than was available in previous years. The data being currently worked on by Budget Managers will be summarized and reviewed in early January with a proposed summary submitted to the Board for review by February.

DES MOINES AREA COMMUNITY COLLEGE

CASH POSITION REPORT

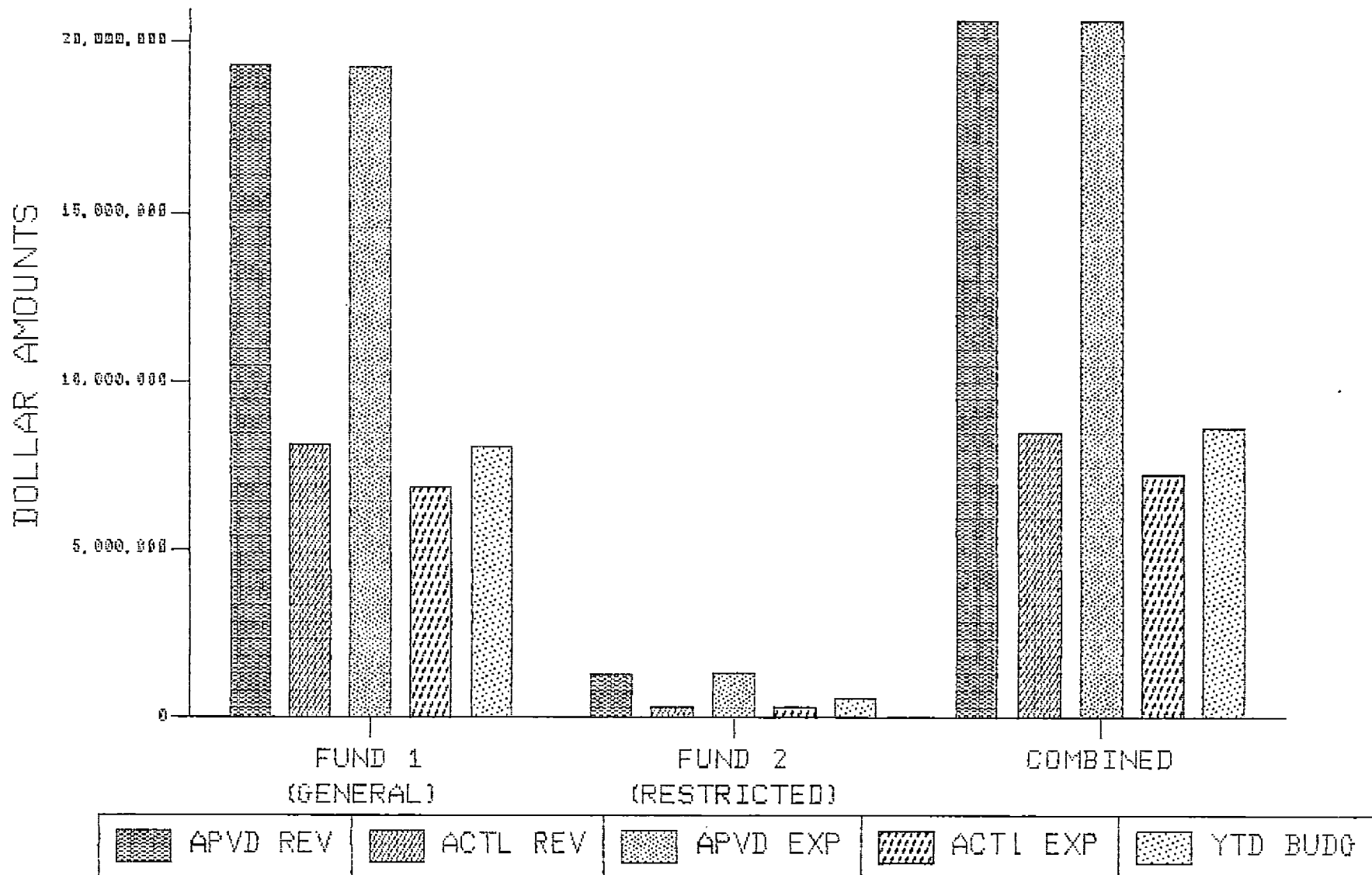
November 30, 1983

	COMBINED FUNDS	PLANT FUND	Voted Tax SF	DMACC TRUST
	-----	-----	-----	-----
<u>CASH IN BANK</u>				
Balance Fwd	-564	29795		47577
Plus Nov Receipts	4973397	141367		100144
Less Nov Disbursements	4920805	147722		103239
Cash Bal 11-31-83	52028	23440		44482
<u>INVESTMENTS</u>				
Savings		25000	43617	61414
Cert of Deposit:				
Plant Fd at BT		839000		
Sinking Fd at BT			1175000	
Gen Fd at BT	2800000			
Gen Fd at ASB	2315000			
Loan Fd at ASB	25000			
Alumni at ASB	15000			
DMACC Trust at ASB				100000
Total Cash & Invest	5207028	887440	1218617	205896
	=====	=====	=====	=====

Footnote:

1. Payment on 3 year Plant Fund Loan will be due for \$105,600 on 12-31-83 and \$1,705,600 on 6-30-84.
2. Investments include monies recd from issuance of \$2.8 Million Antic Warrant on Nov 22, 83.

DMACC BUDGET STATUS NOVEMBER 30, 1983
(FUNDS 1 AND 2)



DMACC BUDGET STATUS NOVEMBER 30, 1983
 (Funds 3, 4, 5, 6, 7)

